

Excel 2003 - Level 1

Days of Training: 1

Overview

In this course, you will use Microsoft® Office Excel 2003 to manage, edit, and print data.

Prerequisites

- Windows - Level 1

At Course Completion

Upon successful completion of this course, students will understand the following topics:

- Getting started with Excel.
- Modifying a worksheet.
- Performing calculations.
- Formatting a worksheet.
- Developing a workbook.
- Printing workbook contents.
- Customizing layout.

Lesson 1: Getting Started with Excel

An Overview of Excel
Navigate in Excel
Select Data
Enter Data
Save a Workbook
Obtain Help

Lesson 2: Modifying a Worksheet

Move and Copy Data Between Cells
Fill Cells with Series of Data
Edit Cell Data
Insert and Delete Cells, Columns, and Rows
Find, Replace, and Go To Cell Data
Spell Check a Worksheet

Lesson 3: Performing Calculations

Create Basic Formulas
Calculate with Functions
Copy Formulas and Functions
Create an Absolute Reference

Lesson 4: Formatting a Worksheet

Change Font Size and Type
Add Borders and Color to Cells
Change Column Width and Row Height
Merge Cells
Apply Number Formats
Create a Custom Number Format
Align Cell Contents
Find and Replace Formats
Apply an AutoFormat
Apply Styles

Lesson 5: Developing a Workbook

Format Worksheet Tabs
Reposition Worksheets in a Workbook
Insert and Delete Worksheets
Copy and Paste Worksheets
Copy a Workbook

Lesson 6: Printing Workbook

Contents

Set a Print Title
Create a Header and a Footer
Set Page Margins
Change Page Orientation
Insert and Remove Page Breaks
Print a Range

Lesson 7: Customizing Layout

Split a Worksheet
Arrange Worksheets
Freeze and Unfreeze Rows and Columns
Hide and Unhide Worksheets

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